

TEDS Tab Procedures

How to Enter Initial Secondary Student Data in Infinite Campus

- If you are entering a student into a **New** Career Pathway, follow **steps 1-5**.
- If you are entering a student into a pathway that they have previously been enrolled in, start at [step 6](#).

1. Log into Infinite Campus and Click the “**Search**” tab

The screenshot shows the Infinite Campus web application. The top navigation bar is green and contains the Infinite Campus logo, 'District Edition', 'Test Site', and 'All C'. Below this is a secondary navigation bar with 'Index', 'Search' (highlighted with a blue box), and 'Help'. The left sidebar lists various administrative categories like KDE Admin, Student Information, Census, Behavior, Health, Attendance, Scheduling, Fees, Grading & Standards, Medicaid, Programs, Ad Hoc Reporting, Transcripts, User Communication, and Assessment. The main content area on the right displays 'District Announcements' (with a note that no announcements are currently active), 'School Announcements' (listing a message from 06/09/2015 Polk High School), and 'Process Alerts'. The Process Alerts section includes a date range selector, a display dropdown set to 'All Processes', a 'Find Messages' button, and a table with columns for 'Process', 'Name', 'Posted Date', and 'Due Date'. A single entry is visible: 'Self Service My Requests' with a status of 'approved' and a posted date of 10/28/2014.

2. Enter a Student Name, click **Go**, and then click on the student name when it shows up under search results

This screenshot shows the same Infinite Campus interface as the previous one, but with the search functionality active. In the left sidebar, the 'Search' tab is selected. Below the navigation bar, there is a search input field labeled 'Student' with a dropdown arrow. The field contains the text 'abr' and is highlighted with a red box. To the right of the input field is a green 'Go' button. Below the search field, it says 'Advanced Search'. The main content area on the right is the same as before. In the left sidebar, below the search field, it says 'Search Results: 22' and 'Now viewing page 1 of 2'. Below this, there are navigation buttons: '<', '1' (highlighted with a green box), '2', and '>'. A large red rectangular box is drawn around the area below the search results, indicating where the student names would appear.

3. Find the TEDS tab and click on Add TEDS to start a new TEDS record

A screenshot of a web application's navigation menu. The menu consists of two rows of tabs. The first row includes: Summary, Enrollments, Schedule, Attendance, Flags, Grades, Transcript, Credit Summary, Assessment, and Behavior. The second row includes: Transportation, Fees, Lockers, Graduation, Athletics, AdHoc Letters, Waiver, Records Transfer, Gifted & Talented, FRYSC, Pre-School, Title 1 Services, Early Learning/Prior Settings, ESS, Attendance Group, TEDS, and Report Comments. The 'TEDS' tab in the second row is highlighted with a red rectangle. Below the navigation menu, there is a button labeled 'Add TEDS' with a green plus icon, which is also highlighted with a red rectangle.

4. Enter data into each of the **RED** highlighted fields below:

A screenshot of the TEDS data entry form. At the top, there are three buttons: 'Add TEDS' (green plus icon), 'Save' (green floppy disk icon), and 'Delete' (green X icon). Below these is a large empty text area labeled 'TEDS'. The main form area contains several fields, some of which are highlighted with red rectangles and labeled with letters: 'a.' points to the '*School' dropdown menu (showing 'Polk High School(410)'); 'b.' points to the '*Start Date' date picker; 'c.' points to the '*CIP Code' dropdown menu (showing 'Select a Value'); 'd.' points to the 'Special Populations' dropdown menu; 'e.' points to the '*Term 1' and '*Term 2' text boxes; 'f.' points to the 'Credit Hours' text box; and 'g.' points to the '*Student Objective' dropdown menu. Other visible fields include 'End Date', 'Daily Attendance Hours' (with radio buttons for Semesters and Trimesters), 'Termination Status', 'Federal ID', 'ATC_CTC', 'Credential Earned', and 'Industry Certificate'.

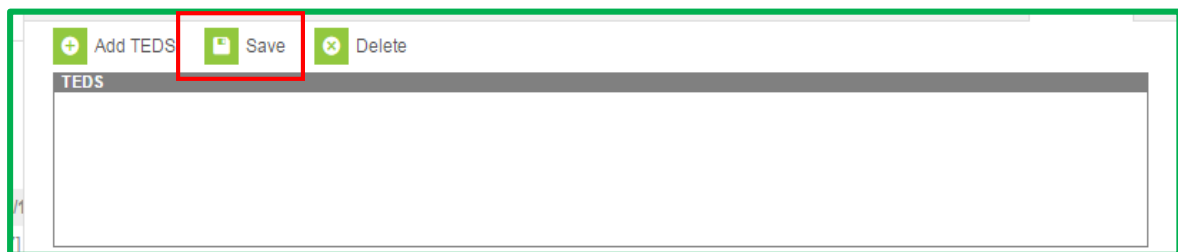
- a. **School** - This is the home school for the student, it auto fills when you add a new TEDS record.
- b. **Start Date** - The date when the student starts in the **first course** of a Career Pathway. This date should **not be changed** after it is entered the first time.
- c. **CIP Code** – From the dropdown, select the appropriate code that represents the Career Pathway for which you are creating a new enrollment.
- d. **Special Populations** – Select from the dropdown ONLY if you know this information. DO NOT ASK STUDENTS FOR THIS INFORMATION.
- e. **Daily Attendance Hours**
- i. **Semesters vs. Trimesters** - *If your school schedule is trimesters choose trimesters, all others choose semesters. If on trimesters, you will see 3 Term boxes below, otherwise you will see 2 Term boxes.*

- ii. **Term Boxes** - The average daily amount of time the student spends in a Career Pathway. The formula is total minutes in courses in the pathway divided by sixty minutes and the answer should be in n.nn format.

Example: John is in two 55-minute courses in the pathway all five days a week, so John has 110 minutes total, which I divide by 60 minutes, which equals 1.83 attend hours in my Term 1 box and zero in Term 2 until I know the student's schedule for the 2nd semester.

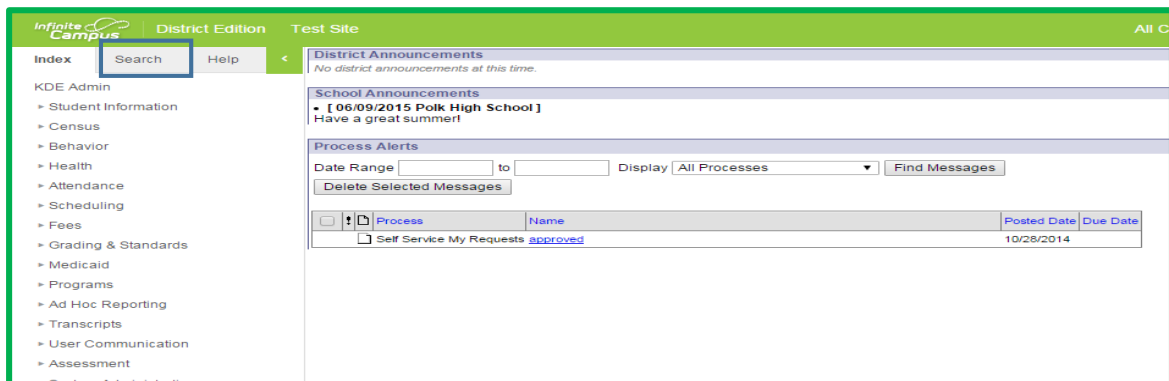
- f. **Credit Hours** - Total number of credits the student has earned in the Career Pathway.
- g. **Student Objective** - Every student is “**Exploring**” until they meet the definition for Preparatory. “**Preparatory**” means the student has completed two credits in a career pathway and has enrolled in the third credit for the same pathway.

5. Click Save and the student has a new active career pathway that can be imported to TEDS.



If the student was previously enrolled in the pathway, start here...

6. Log into Infinite Campus and Click the “Search” tab



- Enter a Student Name, click go, and then click on the student name when it shows up under search results

Infinite Campus District Edition Test Site

Index Search Help

Student Go

Advanced Search

Search Results: 22

Now viewing page 1 of 2

1 2

District Announcements

No district announcements at this time.

School Announcements

- [06/09/2015 Polk High School] Have a great summer!

Process Alerts

Date Range to Display All Processes Find Messages

Delete Selected Messages

Process	Name	Posted Date	Due Date
<input type="checkbox"/>	Self Service My Requests approved		10/28/2014

- Click on the TEDS tab and you will see that a school name is already showing because the student has previously been enrolled in a pathway

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver Records Transfer Gifted & Talented

FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS Attendance Group **TEDS** Report Comments

+ Add TEDS

TEDS

+ [School Name]

- Click the “+” symbol next to the name of the school to expand the list of pathways for which the student has previously been enrolled. You will notice that one below has an end date and the others do not. Only those that do not show a past year’s end date will export and import to TEDS.

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior

Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver Records Transfer Gifted & Talented

FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS Attendance Group **TEDS** Report Comments

+ Add TEDS

TEDS

+ [School Name]

- StartDate: 07/01/2013 EndDate:06/30/2015 CipCode:Agribusiness Systems
- StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS
- StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS

10. To update the Career Pathway for the current school year, if the student is continuing on that pathway, click on the name of the pathway.

Summary Enrollments Schedule Attendance Flags Grades Transcript Credit Summary Assessment Behavior
Transportation Fees Lockers Graduation Athletics AdHoc Letters Waiver Records Transfer Gifted & Talented
FRYSC Pre-School Title 1 Services Early Learning/Prior Settings ESS Attendance Group TEDS Report Comments

+ Add TEDS

TEDS

StartDate: 07/01/2013 EndDate:06/30/2015 CipCode:Agribusiness Systems
StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS
StartDate: 08/01/2013 CipCode:Agriculture-ANIMALSYSTEMS

11. You will need to update the following fields to make this an active record that will import to TEDS:

TEDS

*School Polk High School(410) *Start Date 07/01/2013 End Date 06/30/2015 C.

*CIP Code 01.0101.00: Agribusiness Systems Special Populations

*Daily Attendance Hours Semesters Trimesters a.

*Term 1 1.83 *Term 2 0 *Term 3 0

Credit Hours b. 0

*Student Objective d. 1: Exploring

Termination Status e. 99: Inactive (not terminated)

Federal ID

ATC_CTC Select a Value

Credential Earned

Industry Certificate Select a Value

- a. **Daily Attendance Hours** - (see definition in [Step 4e](#)) Attendance Hours should reflect current year time
- b. **Credit Hours** - Should reflect total credits in the pathway for entire high school career for the student
- c. **End Date** - Should be blank
- d. **Student Objective** - If the student now meets the definition for preparatory in [Step 4g](#) above, make the change in this field.
- e. **Termination Status** - Should be blank

12. Click Save and this record will now be active for the current school year.



How to Export an Infinite Campus Report for TEDS

Step 1. Click on “KY State Reporting” then select TEDS Report

The screenshot shows the 'TEDS Report' interface. On the left is a navigation menu with the following items: Index, Search, Help, Claude Christian, Student Information, Ad Hoc Reporting, System Administration, KY State Reporting (expanded), TEDS Report (selected), Transition Report, and Account Settings. The main content area has a header 'TEDS Report' and a sub-header 'This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.' Below this are two sections: 'Extract Options' and 'Select Calendars'. The 'Extract Options' section includes a 'Date Range' field with dates 08/12/2014 and 07/07/2015, an 'Extract Type' dropdown set to 'Enrollment', and a 'Format' dropdown set to 'State Format (Fixed width)'. There is a 'Generate Extract' button. The 'Select Calendars' section has a question 'Which calendar(s) would you like to include in the report?' and three radio buttons: 'active year' (selected), 'list by school', and 'list by year'. A list of schools is visible, including '14-15 Boone County High School', '14-15 Boston Elementary School', and '14-15 BOSTON SCHOOL'.

Step 2. Set Date Range – Enter dates in DD/MM/YYYY format **OR** click on picture of calendar next to each date to select date.

- Enter **Start Date** as the first day of school (should always be 7/1/Year school year began).
- The **End Date** will default to the current date (change to 6/30/Year school year ends).

This screenshot shows the same 'TEDS Report' interface as the previous one, but with a calendar pop-up open for the 'Start Date' field. The calendar is for August 2014, showing days from 27 to 31. The date 12 is highlighted. The 'End Date' field still shows 07/07/2015. The 'Extract Options' and 'Select Calendars' sections are visible in the background.

Step 3. Set Extract Type - You will need to do one extract for Enrollment and one for Demographic. This example will be for **ENROLLMENT**.

The screenshot shows the 'TEDS Report' interface. On the left is a navigation menu with 'TEDS Report' selected. The main area has a header explaining the tool's purpose. Below, the 'Extract Options' section shows 'Date Range' as 08/12/2014 to 07/07/2015. The 'Extract Type' dropdown is set to 'Enrollment', and the 'Format' dropdown is set to 'Demographic'. A 'Generate Extract' button is at the bottom. The 'Select Calendars' section on the right asks 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'. A list of schools is shown below, including '14-15 Boone County High School', '14-15 Boston Elementary School', and '14-15 BOSTON SCHOOL'.

Step 4. Set Format – Format should default to **State Format (fixed width)**, but if not set the format to State Format (fixed width)

This screenshot shows the 'TEDS Report' interface with the 'Format' dropdown in the 'Extract Options' section highlighted with a blue box. The dropdown is set to 'State Format (Fixed width)'. Other settings remain the same as in Step 3, including the date range, extract type, and the 'active year' calendar selection.

Step 5. Select Calendar and School – Defaults to **“active year”**. Select the correct calendar and school.

This screenshot shows the 'TEDS Report' interface with the 'active year' radio button in the 'Select Calendars' section highlighted with a red box. Below it, a list of schools is shown, with '14-15 BRACKEN COUNTY HIGH' highlighted with a blue box. The 'Format' dropdown remains set to 'State Format (Fixed width)'.

Step 6. Click “**Generate Extract**” to create the document in Notepad

The screenshot shows a web application interface for generating a TEDS Report. On the left is a navigation menu with links: Index, Search, Help, Claude Christian, Student Information, Ad Hoc Reporting, System Administration, KY State Reporting, TEDS Report (highlighted), Transition Report, and Account Settings. The main content area is titled 'TEDS Report' and contains instructions: 'This tool can extract data to complete the TEDS Report. Choose the District Format to get the file in the state defined csv format, otherwise, choose one of the testing/debugging formats.' Below this are two sections: 'Extract Options' and 'Select Calendars'. 'Extract Options' includes a 'Date Range' (08/12/2014 to 07/07/2015), 'Extract Type' (Enrollment), and 'Format' (State Format (Fixed width)). A 'Generate Extract' button is highlighted with a blue box. 'Select Calendars' asks 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year', 'list by school', and 'list by year'. A dropdown menu is open, showing a list of schools: 14-15 Boyle County Day Treatment, 14-15 Boyle County High School, 14-15 BOYLE COUNTY MIDDLE, 14-15 Boys Haven, 14-15 BRACKEN COUNTY HIGH (highlighted), 14-15 BRACKEN COUNTY MIDD, and 14-15 Brandeis Elementary.

Step 7. Once the file has been created, click File > Save As and save the **ENROLLMENT** document as “schoolyearTEDS**e**” (e.g., “1415TEDSe.txt”).
The “e” at the end identifies the file as enrollment.

Step 8. For **DEMOGRAPHIC** report, change the Extract Type (see step Step 3) to DEMOGRAPHIC.

Step 9. Once the file has been created, click File > Save As and save the **DEMOGRAPHIC** document as “schoolyearTEDS**d**” (e.g., “1415TEDSd.txt”).
The “d” at the end identifies the file as demographic.

How to Complete TEDS Import

Once the two export files from Infinite Campus (demographic and enrollment) are created, the TEDS import process may be completed. Login to TEDS at <http://teds.ky.gov> and import the two files. See “How to Export from Infinite Campus” (above) if you have not already exported files from Infinite Campus.

Step 1. Click on **Select School**

TEDS

Home (System Messages)

School Administration

Select School

Reports

Import

Companies

My Account

Downloads

2014 Summer Program

KDE (Whitaker)

Equity and Civil Rights

Program Assessment (King)

TEDS Documentation

TEDS Forms

Close Page

Year and School Selection

Select School to work with

Select School: - Select One

School Year: - Select One

Select

Close Page

Step 2. Select your “**School**” and “**School Year**” and click on the **Select** button

TEDS

Home (System Messages)

School Administration

Select School

Reports

Import

Companies

My Account

Downloads

2014 Summer Program

KDE (Whitaker)

Equity and Civil Rights

Program Assessment (King)

TEDS Documentation

TEDS Forms

Close Page

Year and School Selection

Select School to work with

Select School: - Select One

School Year: - Select One

Select

Close Page

Step 3. Select “**Import**” from the left navigation bar under School Administration

YOUR TECHNICAL SCHOOL [888888888] - 2014-2015

TEDS

Home (System Messages)

School Administration

Select School

School Wide Enrollments

Student Search

Career Readiness

Program Sections

Follow Up

Reports

Import

Companies

My Account

My School

Messages

POSTSECONDARY SCHOOLS ONLY - TEDS Update training has been scheduled for the following October 21 December 9 Anyone who needs TEDS training must register by emailing your choice sarah.gallier@education.ky.gov. New userid assignments will be inactive until the user has co These classes will be beginner level as we did training for all current TEDS users within the pas welcome to attend one of the training sessions if you need a review of TEDS basic functions.

Be sure to scroll down this screen to see all of the posted messages. Messages will b

Step 4. Click “**Choose File**” and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the “Demographic data file” field.

Import Data Selection

Demographics data file: * **Choose File** No file chosen

Enrollment data file: * **Choose File** No file chosen

Test Data **Upload Data** **View Import Results**

[View Import Log](#) | [Close Page](#)

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Step 5. Click “**Choose File**” and double click on the **enrollment file** (wherever it is located on your computer). This will display the file in the “Enrollment data file” field.

Import Data Selection

Demographics data file: * **Choose File** 1415TEDSd.txt

Enrollment data file: * **Choose File** No file chosen

Test Data **Upload Data** **View Import Results**

[View Import Log](#) | [Close Page](#)

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Step 6. Click “**Test Data**”. This takes a few minutes. Once the testing of both files is completed, a message at the top, just below “Import Process”, will display stating if the testing was successful or not. Please note the numbers at the top of the screen for your convenience:

- ✓ New Enrollments:
- ✓ Updated Enrollments:
- ✓ Errors:

TEDS

[View Import Log](#) | [Close Page](#)

Import Process

Import Data Tested Successfully!
New Enrollments 2
Update Enrollments 332
Errors 0

Instructions

1. Click “Browse” and double click on the demographic file (wherever it is located/etc)

Step 7. If the testing is successful, a blue bar with a message will appear at the top of your screen saying “**Import Data Tested Successfully!**” proceed to Step 8. **If the following message appears at the top of the page, testing was unsuccessful. Skip to step 13.**



NOTE: If you proceed to Step 8 with the errors, you will have to complete a new import once those records are corrected. This can result in overwriting any changes you make in TEDS between imports.

Continuing After Successful Test

If the first 7 steps happened correctly, the Upload Data button should now be available...



Step 8. Click “**Choose File**” and double click on the **demographic file** (wherever it is located/stored on your computer). This will display the file in the “Demographic data file” field.

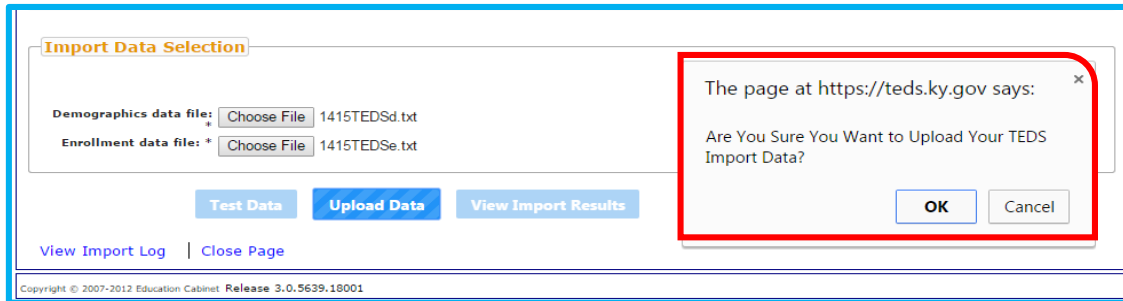
A screenshot of the "Import Data Selection" form. It has two rows: "Demographics data file: *" and "Enrollment data file: *". Each row has a "Choose File" button and the text "No file chosen". The "Choose File" button for the Demographics data file is highlighted with a red box. Below the form are three buttons: "Test Data", "Upload Data", and "View Import Results". At the bottom, there are links for "View Import Log" and "Close Page", and a copyright notice: "Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001".

Step 9. Click “**Choose File**” and double click on the **enrollment file** (wherever it is located/stored on your computer). This will display the file in the “Demographic data file” field.

A screenshot of the "Import Data Selection" form. It has two rows: "Demographics data file: *" and "Enrollment data file: *". The "Demographics data file" row now shows the file "1415TEDSd.txt" next to the "Choose File" button. The "Choose File" button for the Enrollment data file is highlighted with a red box. Below the form are three buttons: "Test Data", "Upload Data", and "View Import Results". At the bottom, there are links for "View Import Log" and "Close Page", and a copyright notice: "Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001".

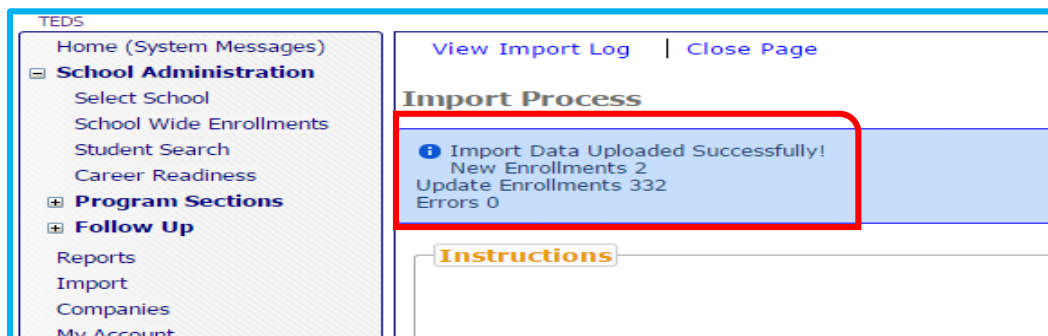
Step 10. Click **“Upload Data”**. The message “Are you sure you want to upload your TEDS Import Data?” will appear. Once you are sure you are ready to complete the import process, click **“OK”**.

If you click **“CANCEL”**, the data will not upload and the import is not completed.



The screenshot shows the 'Import Data Selection' interface. It has two file upload fields: 'Demographics data file:' with a 'Choose File' button and the filename '1415TEDSd.txt', and 'Enrollment data file:' with a 'Choose File' button and the filename '1415TEDSe.txt'. Below these are three buttons: 'Test Data', 'Upload Data', and 'View Import Results'. At the bottom are links for 'View Import Log' and 'Close Page'. A red-bordered dialog box is overlaid on the right, titled 'The page at https://teds.ky.gov says:', with the text 'Are You Sure You Want to Upload Your TEDS Import Data?' and 'OK' and 'Cancel' buttons. The footer contains the copyright notice: 'Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001'.

Step 11. Once both files are successfully uploaded, a message at the top, will display stating **“Import Data Uploaded Successfully!”**



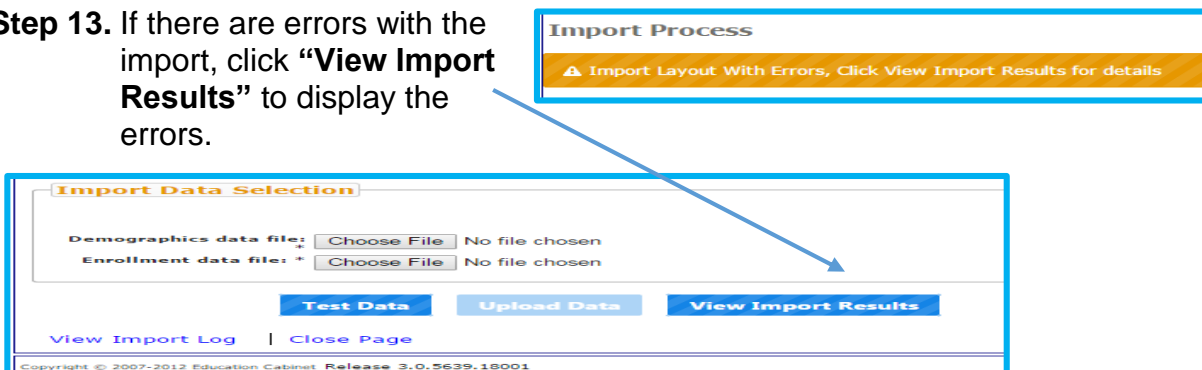
The screenshot shows the TEDS 'School Administration' page. A left sidebar contains links like 'Home (System Messages)', 'Select School', 'School Wide Enrollments', 'Student Search', 'Career Readiness', 'Program Sections', and 'Follow Up'. The main content area has a header with 'View Import Log' and 'Close Page'. Below this is a blue banner with a red-bordered box containing the message: 'Import Data Uploaded Successfully! New Enrollments 2 Update Enrollments 332 Errors 0'. Below the banner is an 'Instructions' section. The footer contains the copyright notice: 'Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001'.

Step 12. Import process is complete.

NOTE: You can re-do steps 3 - 6 and run the error report as often as needed to get a clean run against the TEDS data prior to actually completing the import process. If you want to proceed with uploading with the errors, you can proceed to Step 8. But any records that have the errors will not import into TEDS until they are corrected.

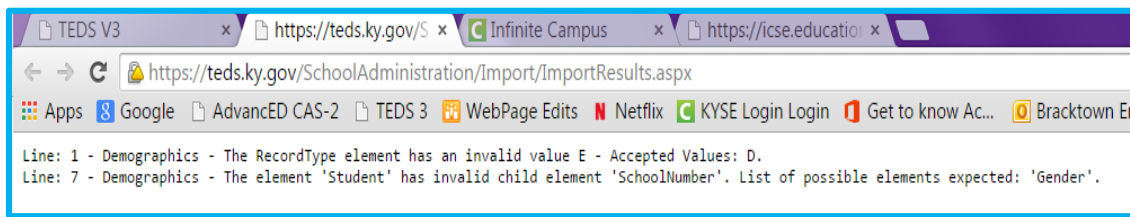
If Your Import Test Has Errors

Step 13. If there are errors with the import, click **“View Import Results”** to display the errors.



The screenshot shows the 'Import Data Selection' interface. The file upload fields now show 'No file chosen' for both 'Demographics data file:' and 'Enrollment data file:'. The buttons 'Test Data', 'Upload Data', and 'View Import Results' are still present. A blue arrow points from the 'View Import Results' button to a red-bordered box above it. This box is titled 'Import Process' and contains a warning icon and the text: 'Import Layout With Errors, Click View Import Results for details'. The footer contains the copyright notice: 'Copyright © 2007-2012 Education Cabinet Release 3.0.5639.18001'.

Step 14. SAVE/PRINT the error report. The error report lists **only** the records that had errors during the test run. Try to correct the errors before uploading the data.



For help with checking errors in your file see "[How to Troubleshoot Import Errors](#)"

Remember: File imports are completed **OVERNIGHT**. You will not be able to see the data in TEDS until the next day.